

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: CELL PHONES / PERSONAL ELECTRONICS

M-700

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: DPPM B-100, J-1900, DBPPM H-350, KCAPPM 307

POLICY

The use of personal electronic devices poses a degree of distraction that potentially conflicts with the goals of officer safety, facility security and the accomplishment of employee job duties as well as the presentation of professional image.

To ensure the safety and security of staff, incarcerated people and members of the public, the use or possession of personal cellular telephones and personal electronic devices within secure areas of the Sheriff's Detentions Facilities, (as defined below) is prohibited unless specifically authorized by the section manager, or as specified in Directive #1 below.

The use of personal cellular telephones within court buildings or County buildings (as defined below) shall additionally adhere to the provisions of Directive #2 below.

This policy shall apply to all sworn staff providing security in any court or County building and all sworn and civilian staff entering or assigned to any Sheriff's Office detention facility including security staff, instructors, maintenance staff, medical/mental health staff (with the exception of directors/managers), and/or any other support staff.

Electronic Devices issued by the Sheriff's Office shall be exempt from this policy.

Note: The use of county issued cellular phones shall adhere to the provisions DPPM J-1900: Cellular Phones.

DEFINITION(S):

Sheriff's Detentions Facilities Include the Lerdo Pre-Trial Facility, Lerdo Maximum-Medium Facility, Lerdo Minimum Facility, the Central Receiving Facility and any other type I or type II facility operated by the Sheriff's Office.

Secure Area: For the purpose of this policy, 'secure area' refers to any area within the confines of a detentions facility where firearms are prohibited without supervisor authorization.

Personal electronic devices are defined as items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including but not limited to cellular telephones, smart watches (e.g., watches with phone/internet capabilities), paging devices, electronic e-mailing devices, audio or visual media players (e.g., radios, tape players, CD players, DVD players), video cameras, iPods or other MP3 type players, portable video game players, laptop computers, tablet computers, personal digital assistants (PDAs), electronic digital book readers, and any device that provides or requires a connection to the internet.

Court buildings are defined as any court building under the supervision of the Downtown Services Division and Substations Division (e.g., Metro Court, Justice Court, Traffic Court, Juvenile Court, Mojave Court, Ridgecrest Court, Kern River Court, Delano Court, Lamont Court, Shafter Court, and Taft Court).

County building for the purpose of this policy is defined as any area at 1115 Truxtun Avenue, where staff members are required to provide security.

DIRECTIVE #1: Authorized Staff

The following staff members are authorized to carry personal, or county issued cell phones in secure areas while on duty as necessary to complete their official duties:

- Sheriff's Office Personnel at the rank of Lieutenant and above
- Shift Sergeant (or designee).
- Staff members currently receiving availability pay (as defined in their respective MOU) so that they may receive timely notification of emergency call outs.
- KLEA board members (thirteen positions).
- KCDOA board members (seven positions).
- SEIU representatives when acting in official union capacity
- Any other staff with legitimate need as determined and approved by the section manager or their designee.

Staff members authorized to carry a cellular phone who choose to use their personal phone will ensure that an available security measure (PIN, fingerprint reader, etc.) is activated to prevent unauthorized use. In accordance with county policy, the cost of business calls on a personal phone will not be reimbursed except in emergency situations.

DIRECTIVE #2: Authorized use of Cell Phones

Staff members listed in Directive #1 authorized to use or carry a cell phone within secure areas of the facilities will only use them as necessary in the performance of their official duties.

Staff members who have not been authorized to use or carry a cell phone within secure areas of the facilities may use their cell phones in areas outside the secure areas of the facility, during designated breaks, or as approved by supervisors.

In order to increase officer safety and preserve a professional image, sworn staff and non-sworn staff may not use cell phones at workstations where members of the public are present. These sites include:

- Security Screening areas inside all Kern County court buildings
- All courtrooms inside Kern County court buildings
- Public Access areas of the Central Receiving Facility Lobby

DIRECTIVE #3: Storage of Cell Phones during work hours

Staff members not authorized to use or carry a cell phone within the secure areas defined by this policy will secure their personal cell phones in their assigned locker or personal vehicle prior to entering said areas.

DIRECTIVE #4: Use of facility telephones

Telephones are located at workstations throughout the secure areas of the Detentions Facilities for business calls and routine work-related communications. Staff members may use the telephones for personal use when necessary and for emergencies.

Personal calls may not interfere with official use and conversations should be kept brief. Staff members may not use these telephones to make personal long distance phone calls.

Procedure A: Lost or misplaced phones or electronic devices

If a staff member loses or misplaces a cell phone or electronic device while on duty, that staff member will notify the shift supervisor or section manager immediately upon discovering the loss. Any lost phone or electronic device that is not recovered will be documented with a MOBILE/LERMS incident report.